

FILED

2012 MAR 29 PM 2:54

LYNN FAZZ
CLERK OF SUPERIOR COURT
YUMA ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In the Matter of:

**CONCILIATION COURT
RECORDS RETENTION**

SCHEDULE FOR WORKING FILES

Administrative Order

2012-09

The retention schedule for working files created for mediations conducted by Conciliation Court is not referenced in the Arizona Revised Statutes; Arizona Code of Judicial Administration or the Arizona State Library, Archives and Public Records schedules. This file contains copies of filed documents that need not be retained after their reference value has been served, as well as documents containing background information used exclusively by the Mediators.

However, the following requirements apply for recipients of the Arizona Department of Economic Security Access and Visitation Grant. Superior Court in Yuma County has participated in this grant each year commencing July 2008.


1. "In accordance with A.R.S. §35-214, the Contractor shall retain and contractually require each subcontractor to retain all data, books and other records relating to this Agreement for a period of five (5) years after the completion of the Agreement or a period of five (5) years after the completion of the Agreement. Upon request, Contractor shall produce the original of any or all such records."

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3 IT IS ORDERED that the contents of Mediation Working files of cases prior to the
4 above dates for participation in the Access and Visitation Grant shall be retained for 5 years
5 after the Mediation outcome has been filed with the Clerk of the Court.

6 IT IS FURTHER ORDERED that the contents of Mediation Working files of cases
7 included within the above dates for participation in the Access and Visitation Grant shall be
8 retained pursuant to A.R.S. §35-214.

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10 This retention schedule shall remain in effect until further order of the Court based on
11 statutory or administrative requirements.

12 DATED this 29th day of March 2012.

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15 _____
16 Honorable John N. Nelson
17 Presiding Judge
18

19 **Copies to:**

20 Hon. John N. Nelson
21 Hon. Mark Wayne Reeves
22 Hon. John Paul Plante
23 Hon. Larry Kenworthy
24 Hon. David M. Haws
25 Hon. Maria Elena Cruz
26 Hon. Kathryn Stocking-Tate
27 Hon. Denise D. Gaumont
28 Hon. Lisa W. Bleich
Hon. Lynn Fazz, Clerk of the Superior Court
Margaret C. Guidero, Court Administrator
Kathleen M. Schaben, Trial Court Administrator
Steve Hardy, Chief Adult Probation Officer
Tim Hardy, Director of Juvenile Court Services
Nancy Gray-Eade, Conciliation Court Manager
Cary W. Meister, Court IT Manager
Sherri L. Williams, Caseflow Manager